

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 19 August 1958

FROM : Chief, Orientation Faculty, IS

SUBJECT: Weekly Activities Report #32, 13 - 19 August 1958

1. Current Intelligence Briefing

Forty-two Agency personnel attended the ninth Current Intelligence Briefing held in R&S Auditorium on 15 August. Information is being collected on the grade level and major component represented by those attending.

2. Special Orientation Program

At the request of Chief, Medical Staff and Chief, A&E Staff, the Orientation Faculty will conduct a special three day orientation program for [redacted] A&E, on August 20 - 22. Because of scheduling difficulties and time limitations, neither of these gentlemen is being scheduled for the regular I.O.

3. JOT Program

The Orientation Faculty has been reviewing several training exercises devised by the A&E Staff for possible use in the JOT program. Staff members have suggested some revisions to [redacted]

4. Classroom Improvements

a. Air conditioners have been installed in the 2241 area, and other improvements should be completed in time for I.O. #24 beginning 8 September.

b. The Auditorium floor is to be waxed during the coming week, after which the furniture will be put back in place. We also have hopes of completing the display area in the rear of the Auditorium before 8 September. [redacted]

5. Staff Briefing

[redacted] DAD/OCR, will brief the Orientation Faculty on the current functions of that office on 22 August. This will be the first of a new series of briefings designed to bring the staff up to date on recent organizational changes.

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told him what we are doing of the Auditorium. I have to sharpen up - he (over)

would like to see more. The problem is
not housekeeping, but # and limited
duration of use, not past 1960 or '61. JH

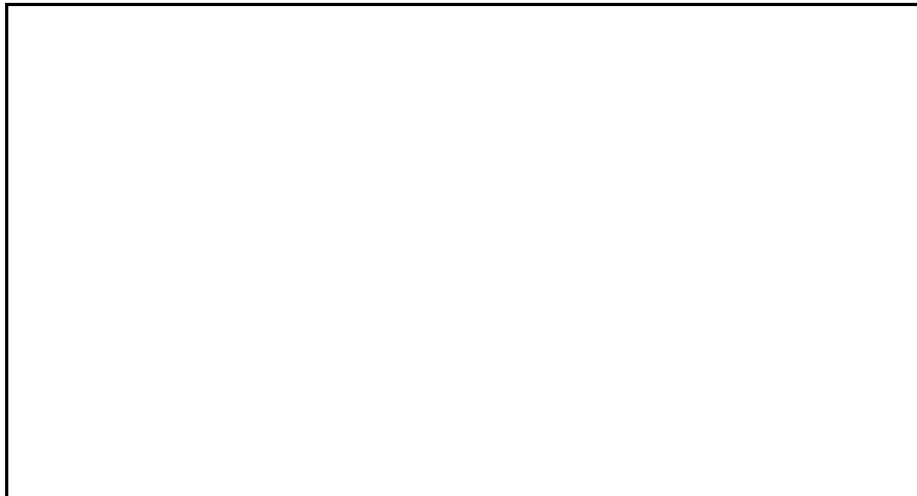
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6. Intelligence Orientation

During the interim between courses, the Orientation Faculty is editing typescripts being made of each I.O. lecture. Folders are being assembled which will contain lesson plans, outlines, copies of visual aids, handouts, and typescripts of each lecture.

7. Personnel Notes

a. [] has made an informal arrangement to work with the [] FE, on a part-time basis for the next few weeks. The purpose of the tour is to gain familiarity with the inner workings of an area division through an actual work participation program.



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